

## **UNOFFICIAL ACTIVITY “FOR US, BY US” FUNDRAISING INFORMATION**

Unofficial unit-affiliated activities (UAs) such as coffee funds, water funds, and sunshine funds are not considered Private Organizations (POs) unless all assets, excluding inventory, consistently exceed \$1,000.00 a month. For questions about whether or not your UA should become a registered PO, please contact 341 FSS. Air Force Instructions (AFI) 34-223, *Private Organizations Program*, 13 Dec 2018, AFI 36-3101, *Fundraising*, 9 Oct 2018, and the Joint Ethics Regulation (JER), DoD 5500.07-R, Section 3-210, govern UA fundraising activities in the Air Force.

### **Unofficial Activities SHOULD:**

- Obtain approval from the unit commander in advance of the fundraiser if the fundraiser will only extend to the unit's personnel and family members.
- Obtain approval from **341 FSS Private Organizations Monitor** in advance of the fundraiser if the fundraiser will extend beyond the unit's personnel and family members. For planning purposes, the approval process may take up to 4 weeks.
- Select a fundraiser date outside of the Combined Federal Campaign and Air Force Assistance Fund campaigns (typically Oct-Dec and March-April). Limited exceptions may be granted.
- Minimize interference with the unit mission (fundraising may be in uniform, during duty day) by selecting a reasonable amount of time and location for the fundraiser (i.e. breakfast, lunchtime, breakrooms, community areas, etc).
- Ensure all participation is voluntary (Commanders/Supervisors should not act as sellers).
- Select a fundraising activity that does not duplicate or compete with an existing AAFES or 341 FSS Services operation (i.e. selling beverages outside of the Base Exchange, selling food outside of the Malmstrom Club).
- Obtain approval and/or training from 341 MDG Public Health ([dha.malmstrom.Malmstrom-341st-MDG,mbx.public-health@health.mil](mailto:dha.malmstrom.Malmstrom-341st-MDG,mbx.public-health@health.mil)) if the fundraiser involves the sale of food.
- Maintain a two-person accountability system for all cash transactions.
- Request the unit commander's support of the fundraiser, if such support is desired.
- Request permission from the unit commander to advertise the fundraiser to unit members and family members (not contractor employees) through official Air Force communication systems such as e-mail and unofficial communication systems such as the unit's social media webpage.

### **Unofficial Activities SHOULD NOT:**

- Request the use of base-wide splash screens or e-mails to advertise a fundraiser. Due to the high volume of fundraisers, Malmstrom AFB Installation Public Affairs cannot accommodate requests to use these official systems for fundraiser advertisements.
- Conduct frequent or continuous resale activities (excludes unit souvenirs).
- Conduct fundraisers off-base.
- Solicit individuals off-base for cash or gifts.
- Solicit contractor employees to participate in your fundraiser.
- Advertise for, refer to, or encourage the use a specific off-base business.
- Conduct gambling-type activities such as lotteries, raffles, or slot machines.
- Sell or serve alcoholic beverages.

Please direct all fundraising inquiries to [341 FSS Mr. Thomas Kiernan 731-4754 / thomas.kiernan.1@us.af.mil](mailto:341 FSS Mr. Thomas Kiernan 731-4754 / thomas.kiernan.1@us.af.mil) or [Mrs. Kimberly Fashing 731-4409 / kimberly.fashing@us.af.mil](mailto:Mrs. Kimberly Fashing 731-4409 / kimberly.fashing@us.af.mil).